PART TIME COURSES

COMMENCING SPRING 1974

THE GEORGE BROWN COLLEGE
OF APPLIED ARTS AND TECHNOLOGY

Education
For
Employment

AFFIX
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THE GEORGE BROWN COLLEGE
of Applied Arts and Technology,
P.O. BOX 1015,
Station "B",
TORONTO, ONTARIO M5T 2T9

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BY THE PROVINCE OF ONTARIO THROUGH THE
MINISTRY OF COLLEGES AND UNIVERSITIES.

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THE GEORGE BROWN COLLEGE OF APPLIED ARTS & TECHNOLOGY

PART TIME APPLICATION Please Print

Course Name | Course Code | Campus

2nd Choice | Course Code | Campus

3rd Choice | Course Code | Campus

M T W T F
Day(s) Requested (Where Applicable)

Mr. ☐ Mrs. ☐
Miss ☐ Ms ☐
(Check one)

Surname | Given Name(s)

Address — Street, Apt. No.

City | Province | Postal Code

Business Phone | Home Telephone | Social Insurance Number

Day | Month | Year
Date of Birth

APPLICANTS MUST BE ONE OF THE FOLLOWING: Canadian Citizen, Landed Immigrant, Student Visa Holder

Date | Signature

Make cheques or money order payable to GEORGE BROWN COLLEGE.

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E-164

PART TIME COURSES

COMMENCING SPRING 1974

THE GEORGE BROWN COLLEGE
OF APPLIED ARTS AND TECHNOLOGY
P. O. BOX 1015, STATION B, TORONTO, ONTARIO M5T 2T9
TELEPHONE: (416) 967-1212 AND ASK FOR "INFORMATION"

THIS COLLEGE WAS ESTABLISHED AND IS FUNDED BY THE PROVINCE OF ONTARIO THROUGH THE MINISTRY OF COLLEGES AND UNIVERSITIES.

GENERAL INFORMATION

Part-time courses will be offered in the subjects listed on the following pages, commencing the first week in April, unless otherwise indicated.

REGISTRATION

At the George Brown College of Applied Arts and Technology on Monday, April 1; Tuesday, April 2; and Wednesday, April 3, 1974, between the hours of 4.00 p.m. and 9.00 p.m. at each of the campuses.

Campus C - 507 College Street
Tel: 967-1212 Ext. 305 or 306

Campus CL - 160 Kendal Avenue
Tel: 967-1212 Ext. 404 or 405

Campus K - 21 Nassau Street
Tel: 967-1212 Ext. 602 or 603

Campus T - 51 Teraulay Street
Tel: 967-1212 Ext. 510 or 511

All course descriptions indicate the campus that will conduct the course. Special courses may be introduced if necessary.

Pre-registration may be arranged for certain courses; inquiries should be directed to "Information" at 967-1212.

The amount of the fee for each course is stated in the course description; each of these amounts includes a $5.00 non-refundable registration fee. In some cases, the cost of laboratory fees and materials may be additional to the stated amount of the fee.

The receipt issued at the time of payment of fees is the official receipt for income tax purposes; please retain it carefully, since a duplicate cannot be issued.

SENIOR CITIZENS

Part-time course fees for Senior Citizens.

Anyone registering for a part-time course, who has attained the age of 65 on or before the starting date of the course will pay fees at the following reduced rates:

Courses up to 60 hours duration	$ 5.00
Courses beyond 60 hours duration	$ 5.00

plus a prorated amount for the hours beyond 60 at the rate of $ 5.00 for 60 hours.

IDENTIFICATION

Your receipt is your admit-to-lecture identification and must be shown to the instructor at the beginning of the course and whenever requested. No receipt is an indication of non-registration.

REFUNDS

The admissions office must be notified in writing of a student's withdrawal; forms are available at the office for this purpose. Refunds will be made only if requested before the third scheduled session of the course. The $ 5.00 registration fee is not refundable; in addition, a charge will be made of $ 2.00 per scheduled session held prior to the date of application for the refund, regardless of whether or not the student attended classes. If a course is cancelled, full refund will be made. REQUESTS FOR REFUNDS MUST BE ACCOMPANIED BY THE OFFICIAL RECEIPT (white copy). In the case of a course failing to materialize because of insufficient enrolment, a full refund and notification will be forwarded to the applicant.

PART-TIME STUDIES DURING THE DAY

Individuals who may be free during day school hours are welcome to apply to participate in regular day subjects or courses. For further information call 967-1212 or direct inquiries to the day-school admissions office.

PREREQUISITES

Candidates should be advised that many of the following courses require considerable related experience. The prerequisites for any given course are the minimum requirements.

MINIMUM ENROLMENTS

The college reserves the right to cancel any class for which attendance has dropped below the required minimum and to suspend or combine during the session any classes in which attendance falls below the minimum. Although it is proposed to adhere to the program as outlined in the calendar, courses and hours of instruction are subject to revision without prior notice.

TEXTBOOKS AND SUPPLIES

Textbooks and supplies for all Part-time Courses may be purchased at the individual campus bookstores.

CERTIFICATION

Applicants should inquire at the time of registration concerning certification and accreditation. Courses with X appended to the course number indicate non-certificate or special interest courses.

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ACADEMIC STUDIES COURSES

BIO 900 NUTRITION AND THE CONSUMER

FEE: $ 20.00 20 hours Campus T, Thursday 7 - 10 p.m.

This course deals with the fundamentals of nutrition and the ways a consumer can cope with high food prices without sacrificing the essentials of good nutrition: food elements, vitamins, proteins, balanced diet, convenience vs nutrition.

Prerequisite: None

Course Content: Phone Mrs. Singh - 967-1212 Ext. 323 for information

ENG 100 ENGLISH I - A.T.E.C. Program (Approved)

FEE: $ 30.00 60 hours Campus CL, Wednesday 7 - 10 p.m.

The objective of this course is to develop the student's skill in the use of simple, clear, correct English. Emphasis is on effective oral and written communication, with special focus on reading/learning techniques, technical writing, and the oral communication of ideas, information and instructions.

Prerequisite: Grade 12 English, English 130 or equivalent.

ENG 130 ENGLISH (Technical)

FEE: $ 30.00 60 hours Campus CL, Tuesday 7 - 10 p.m.

This course is related to trades and technologies at the level needed by students proceeding to journeyman status.
The following reading skills will be developed: reading for comprehension, reading for details, reading for main ideas, summarizing information, making notes, and reading as studying.
Remedial and developmental work in oral and written expression will place special emphasis upon trade topics and technical communication.

ENG 131 ADVANCED LEVEL FOR NON-ENGLISH-SPEAKING PERSONS

FEE: $ 30.00 60 hours Campus T, Tuesday) 7 - 10 p.m.
or Campus C, Thursday)

This course is designed for persons whose native language is not English, but who possess an ability in English equivalent to that normally reached upon completion of the basic course in English-as-a-second-language. Each student will be tested to determine areas of need and an individual program in language skills will be prepared. Emphasis will be placed upon vocabulary building, correct usage of expressions, idioms, sentence building, reading skill, composition, pronunciation, inflection, accent and conversation.

ENG 149 BUSINESS ENGLISH (Refresher)

FEE: $ 30.00 60 hours Campus T, Thursday 7 - 10 p.m.

This course is designed for students who would like a refresher in business communications as well as for students who have no formal training in the writing of business communications. This course will include the following: a brief review of grammar; a detailed study of punctuation and business vocabulary; letters of application, acknowledgement, remittance, inquiry, request, cancellation, confirmation, and refusal; claim, adjustment, sales, social, and form letters; report writing; oral communication including interviews, telephone technique, prepared talks, discussions, and debates; developmental reading.

Prerequisite: Grade 10 or equivalent.

MATH 10/20 TRADE MATHEMATICS I

FEE: $ 30.00 60 hours Campus CL, Tuesday 7 - 10 p.m.

This course is designed for tradesmen, apprentices and persons desiring a foundation in trade mathematics. Basic and intermediate levels for most trades are covered in the course.
Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

MATH 20/30 TRADE MATHEMATICS II

FEE: $ 30.00 60 hours Campus CL, Tuesday 7 - 10 p.m.

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics. The intermediate and advanced level for most trades is covered in this course.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation; the slide rule.

MATH 100 MATHEMATICS I - A.T.E.C. Program (Approved)

FEE: $ 30.00 60 hours Campus CL, Thursday 7 - 10 p.m.

Course Content: Computations with measured quantities; exact and approximate numbers, scientific notation, analysis of error, slide rule and tables. Algebra: Linear functions, systems of linear functions, determinants, quadratic functions. Logarithms: Logarithmic and exponential functions, applications. Trigonometry: Trigonometric functions, application to mechanical and electrical problems. Analytical trigonometry: Complex numbers, vector algebra.

Prerequisite: Grade 12 mathematics; Math 132 or equivalent.

MATH 130 TECHNICAL MATHEMATICS

FEE: $ 30.00 60 hours Campus CL, Tuesday 7 - 10 p.m.

This is a course in technical mathematics designed to prepare the student for future studies at the post-secondary level in technical mathematics. The course is also suitable for electrical apprentices who require credit at the intermediate and advanced levels.
Course Content: Algebraic operations, factoring, linear and quadratic equations; trigonometry, solution of right angle and oblique triangles, logarithms and vectors.

MATH 200 MATHEMATICS II - A.T.E.C. Program (Approved)

FEE: $ 30.00 60 hours Campus CL, Tuesday 7 - 10 p.m.

Course Content: Algebraic notations, binomial theorem; trigonometry; analytic geometry, the straight line, loci, conics, second degree equations; differential calculus; limits, derivatives of product, quotient and power functions, rate of change, maxima and minima; integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

Prerequisite: Math 100 or equivalent.

MECH 110 MECHANICS OF MATERIALS I - A.T.E.C. Program (Approved)

FEE: $ 30.00 60 hours Campus CL, Monday 7 - 10 p.m.

Mechanical properties and testing; unit stress and strain; beam type members - statically determinate; beam type member design; deflection due to bending;thin cylinders and joints; resilience; torsion, combined stresses.

Prerequisite: Math 200 and Mech 100

* MU 900 MUSIC ENJOYMENT

FEE: $ 20.00 20 hours Campus T, Wednesday 7 - 9 p.m.

This course is designed to bring relaxation and enjoyment to amateur music lovers.

Prerequisite: None

Course Content: Basics of reading music for voice and keyboard. Individual problems concerning voice and nerve control dealt with personally. Field trips include concerts, rehearsals, etc. Records and history of music discussed; learning to listen and relax aids emotional and social development. Writing lyrics and music encouraged.

* Additional courses in Music appear on page 40

MU 910)
MU 911) POPULAR KEYBOARD (GROUP INSTRUCTION)
MU 912)

FEE: $ 60.00 20 hours Campus T, Tuesday 7 - 10 p.m. OR
Friday 9 - 12 noon

These courses are intended for those who wish to be able to play popular music on the piano or organ. Part I is designed for the beginning student and completion of the three parts serves as a foundation for further study. Instruction is normally two hours per week.
Course Content: Keys; reading music; chords; note values; inversions; key signatures; transposition; arpeggios; keyboard arranging.

MU 913 SONG WRITING

FEE: $ 60.00 20 hours Campus T, Monday 7 - 10 p.m.

This course is designed for those who wish to write popular songs.
Course Content: Writing music; principles of melody; chords; rhythms; form; melody from chords; poetic materials; rhyming patterns; publishing and copyrighting; composer associations.

MU 916 MUSIC APPRECIATION

FEE: $ 20.00 20 hours Campus CL, Thursday 7 - 9 p.m.

Listening, understanding, evaluating vocal and instrumental Music; historical development of Music.
Contact Mrs. Margaret Booth at 967-1212, Ext. 425

MU 917 SINGERS REFRESHER

FEE: $ 20.00 20 hours Campus CL, Thursday 5 - 7 p.m.

A course designed for professional and amateur vocalists to refresh and correct sight reading, voice production, breath control, duet and quartet repertoire, pitch, enunciation. Instruction at highly professional level.

Phone Margaret Booth 967-1212 Ext. 420 or 565.

PHYS 100 PHYSICS I - A.T.E.C. Program (Approved)

FEE: $ 30.00 60 hours Campus CL, Wednesday 7 - 10 p.m.

Properties of matter; mechanics: force, motion, speed, velocity, acceleration, projectiles, momentum, simple machines, work, friction, elasticity; heat: temperature measurements, heat transfer, expansion, heat units, latent and super heat; sound waves; light: intensity, inverse square law, speed of light; ray optics, wave optics, including lenses, interference, diffraction and polarization.

Prerequisite: Math 100 or equivalent.

THEA 900 ACTING

FEE: $ 30.00 60 hours Campus CL, Monday & Wednesday 7 - 10 p.m.

This is a workshop course in which beginners, experienced actors and professionals collaborate in a stimulating learning experience: practical playwriting, creativity, body language, vocal and mental exercises; all focus on the techniques of contemporary Canadian theatre; in collaboration with Factory Theatre Lab.

Contact Ken Gass 921-5989 or W. Ferguson 967-1212 Ext. 586

DANCE/DRAMA

THEA 905 A BALLET
THEA 905 B CLASSICAL EAST INDIAN
THEA 905 C DANCE FUNDAMENTALS
THEA 905 D MODERN DANCE
THEA 905 E MODERN JAZZ DANCE
THEA 905 F TAP DANCE

Each of the above courses

FEE: $ 40.00 60 hours - 10 week term (6 hours per week)

Spring Term begins Monday, March 18
Summer Term begins Monday, June 3

Pre-beginners - (905 C) Dance Fundamentals

Beginner and Intermediate levels in Ballet - Classical East Indian - Modern Dance (Graham Technique) - (Nikolois Technique) - (Weidman Technique)- Modern Jazz Dance - Tap Dance.

Elective for all levels - History of Dance

This programme is offered in collaboration with the Canadian Dance/Drama Company and provides experience with a performance group.

Classes at 294 Richmond Street East at Sherbourne.

Sessions may be daytime, evenings or week-ends.

Phone the College at 967-1212 for information or Gary Colwell at 863-1836.

ARCHITECTURAL TECHNOLOGY COURSES

AP 900 GAS APPLIANCES

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7 - 10 p.m.

Course Content: Gas ranges, classification and types, gas range adjustment and servicing, tip burner adjustments, simmer adjustments, low temperature oven burner adjustments; oven heat control, broiler adjustments, burner valves, range pilots, by-pass flame adjustments, automatic gas range ovens, gas dryers, classification and types, gas dryer operation, dryer controls, thermostat, timer, door switch, solenoid valve, warp safety switch, dryer installation, gas connection, exhaust system, electrical systems, schematic wiring diagrams, circuit testing and fault finding, miscellaneous appliances, gas refrigerators, gas-fired incinerators, gas lamps, LP conversion.

Prerequisite: Grade 10 or equivalent

HT 140 GAS FITTER II

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7 - 10 p.m.

This course is designed for persons presently engaged in the heating or appliance field, who wish to obtain the necessary knowledge to write the Energy Branch, Gas Fitter II examination for the Gas Fitter II Licence.
Course Content: Properties of natural gas, fundamentals of combustion, gas piping, venting, appliances requirements, fundamentals of gas controls, conversion burners, commercial and industrial utilization, service problems, shop work.

HT 902 GAS FITTER I

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7 - 10 p.m.

Course Content: Fundamentals of combustion control, flame detection devices, firing systems, firing sequences and programs, logic diagrams, combustion controls, non-programming and programming, gas fired conversion burners and boilers, boiler classification and terminology, input calculations, burner installations, fuel gas analysis and boiler efficiency, types of conversion burners and package boilers, required CGA valve train assemblies, schematic wiring diagrams, commercial hot water heaters, hot water heaters selection (calculations), mixing valves and accessories, gas controls, commercial hot water systems, miscellaneous equipment, multiple hot water heating units, infra-red burners, make-up air heaters and gas-fired air conditioning.

Prerequisite: Applicants should have a Gas Fitter II Licence and be employed in the industry. They will write an examination for the Gas Fitter I Licence.

PLUM 902 PLUMBING QUALIFICATION

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7 - 10 p.m.

This is designed as a refresher course in general plumbing theory and code (Provincial) for those required to write the Ontario Certificate of Qualification examination.

STEA 902 STEAMFITTING QUALIFICATION

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7 - 10 p.m.

Offered as a refresher course in general steamfitting theory for those required to write the Certificate of Qualification examination.

STAT 901 STATIONARY ENGINEERING -4TH CLASS MODULAR

FEE: $ 30.00 60 hours Campus CL, Tuesday & Wednesday 7 - 10 p.m.

BUSINESS AND COMMERCE COURSES

ACC 101 ACCOUNTING II (Begins March 19)

FEE: $ 30.00 60 hours Campus T, Tuesday & Thursday 7 - 10 p.m.

Partnerships: formation, division of profits, admission of new partner, goodwill and revaluation of assets, dissolution and liquidation; limited companies: organization and operation, share capital transactions, retained earnings, dividends and reserves, extraordinary gains and losses; bonds payable and sinking funds; investments; departmentalization and control; manufacturing accounting.

ACC 152 BOOKKEEPING (Begins March 18)

FEE: $ 30.00 60 hours Campus T, Monday & Wednesday 7 - 10 p.m.

NOTE: Credit subject for Canadian Institute of Quantity Surveyors.
Course Content: Starting a bookkeeping system, recording transactions affecting balance sheet amounts, recording transactions affecting income and expense amounts, the income statement and the balance sheet, journalizing, posting and taking a trial balance, the six-column work sheet, closing entries and post-closing trial balance, special journals and subsidiary ledgers, bank reconciliations, the eight-column work sheet with adjusting and closing entries, and financial reports.

ACC 900 ONE-WRITE ACCOUNTING SYSTEMS (McBee) (Begins March 18)

FEE: $ 30.00 60 hours Campus T, Monday & Wednesday 7 - 10 p.m.

Prerequisite: Basic knowledge of bookkeeping

Course Content: Unit accounting; collation of forms to reduce posting; peg strip accounting and comparative reports.
NOTE: An additional $20.00 will be needed for textbook and supplies. For detailed information, phone 967-1212 Ext. 549 between 11.30 a.m. and 6.30 p.m.

BM 901 BUSINESS MACHINES (Begins March 19)

FEE: $ 30.00 60 hours Campus T, Tuesday & Thursday 7 - 1- p.m.

The aim is to develop competent calculator operators with an acceptable operating speed and the ability to solve mathematical and business problems using the calculator as the problem-solving tool.

Prerequisite: Grade 10 plus an acceptable typewriting speed.
Course Content: Instruction and practice to develop efficient 10-key and full keyboard operation in all phases of addition, subtraction, multiplication and division as related to practical business problem-solving, taught with the following equipment: Friden, Monroe, SCM Rotary Calculators, Olivetti, Victor 10-key adders, printing calculators and electronic calculators.

BM 905 DICTAPHONE (Begins March 19 and March 25)

FEE: $ 30.00 60 hours Campus T, Monday & Wednesday or Tuesday & Thursday 6 - 9 p.m.

The purpose is to prepare the student to become an accredited dictaphone secretary, with an initial capacity of 60 fifteen-line letters a day.

Prerequisite: A thorough knowledge of business English, spelling and setup of letters (minimum of grade 11) plus a typing speed of 45 w.p.m.
Course Content: Typing from dictabelt records put out by the Dictaphone Corporation.

EDP 170 DATA PROCESSING - KEYPUNCH & VERIFIER (Continuous intake)

FEE: $ 70.00 100 hours Campus T, Monday to Thursday
4 afternoons or nights
4 - 6.30 p.m. or 7 - 9.30 p.m.

This course will bring the student to a high standard of accurate speed and machine familiarity so that the operator will be able to produce an acceptable quantity of high quality work on keypunch and verifier machines.

Prerequisite: Grade 10 plus 35 w.p.m. in typing or a pass mark on the I.B.M. keypunch operator's test.
Course Content: 20 taped lessons on IBM keypunch models 026, 029, 056, 059, 129; also on Univac verifier punch & verifying interpreting punch; the operation and names of the various parts of the machines.

OP 149 GENERAL OFFICE PRACTICE (Clerical Business Methods) (Begins March 19)

FEE: $ 45.00 90 hours Campus T, Tuesday & Thursday 6 - 9 p.m.

Prerequisite: 30 wpm in typing; a good command of English

To acquaint the student with general business procedures, and help her acquire the necessary skills and attitudes that will enable her to fit confidently into business life. This will be accomplished through teaching, discussion groups, the use of guest speakers from business and industry and through audio-visual aids.
Course Content: In addition to office procedures and related topics, e.g., filing, purchasing, and accounting routines, rapid calculation through the use of business machines, and sessions in good grooming are part of the course. Lecture time is kept to a minimum and practical typing assignments are emphasized.
Textbooks: Senior Typing and Office Practice
Canadian Filing Practice
Dictionary

SHF 149A FORKNER SHORTHAND - THEORY (Begins March 18)

FEE: $ 45.00 90 hours Campus T, Monday & Wednesday 6 - 9 p.m.

This level provides a basis for the development of speed in writing shorthand.

Prerequisite: Grade 12 English or equivalent and a minimum of 35 w.p.m. in typewriting.
Course Content: A presentation of the principles of the system, together with extensive dictation which begins as early as lesson 5.

*TYP 901 TYPING & OFFICE PRACTICE (Begins March 18 and March 19)

FEE: $ 40.00 60 hours Campus T, Monday & Wednesday or Tuesday & Thursday 6 - 9 p.m.

This course is open to those students who have either successfully completed channel six in room B of the lumisonic course or to those who have a net speed of at least 25 w.p.m.

Prerequisite: 25 w.p.m. in typewriting.
Course Content: 30 hours of speed development; 25 hours of instruction in setting up material most common to all offices - letters with carbons, envelopes, tabulation and business forms; 20 hours of instruction in general office practice, giving the student a working knowledge of banking services, mail handling, mail classifications and duplicating processes. The office practice part will be given in the form of lectures and students are expected to take notes. Speed objective is 40 w.p.m.

*Information about the availability of other typing courses can be obtained by phoning 967-1212 Ext. 491 between 8 a.m. and 11.30 a.m. and Ext. 549 between 11.30 and 6.30 p.m.

ELECTRICAL COURSES

DR 12 ELECTRICAL PLANS AND CIRCUITS

FEE: $ 30.00 60 hours Campus CL, Monday & Wednesday 7 - 10 p.m.

This is an electrical blueprint reading course which includes architectural, mechanical and electrical drawing. The objective lies primarily in the area of electrical circuits for domestic, commercial and industrial wiring.

EL 10 ELECTRICAL CONSTRUCTION PART I

FEE: $ 30.00 60 hours Campus CL, Monday & Wednesday 7 - 10 p.m.

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law, series circuits, combination circuits, two-wire distribution, line loss, power efficiency, wire calculations, batteries, magnetism, electro-magnetism, induction, three-wire distribution, Hydro Electric Power Commission Regulations, shop projects.

EL 20 ELECTRICAL CONSTRUCTION PART II

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7 - 10 p.m.

Prerequisite: EL 10 or the equivalent.
Course Content: Electro-magnetism, induction, DC generators, generator set-up and operation, DC motor, motor operation and controls, Hydro Electric Power Commission Regulations, shop projects.

EL 30 ELECTRICAL CONSTRUCTION PART III

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7 - 10 p.m.

Prerequisite: EL 20 or the equivalent.
Course Content: A.C. fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto transformers, Hydro-Electric Power Commission Regulations, shop projects.

EL 40A INDUSTRIAL ELECTRONIC CONTROLS - PART I

FEE: $ 30.00 60 hours Campus CL, Thursday 7 - 10 p.m.

Prerequisite: Applicants must be fifth term apprentices, journeymen electricians, or equivalent.
Course Content: Review of basic principles, study of AC theory, vector analysis, introduction to electronics, types of electronic tubes, amplifiers, tube circuitry, and applications, phantrons, thyratrons, solid state devices and shopwork.
Instruction will consist of 40% theory and 60% shopwork.

EL 900 ELECTRICAL APPRENTICE REVIEW

FEE: $ 30.00 60 hours Campus CL, Monday & Wednesday 7 - 10 p.m.

This is a special course for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year. The course will endeavour to cover theory, code and equipment over the entire area of apprentice training.

EL 902 HYDRO-ELECTRIC POWER COMMISSION REGULATIONS

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7 - 10 p.m.

Prerequisite: Applicants must be at least fifth term apprentices, or journeymen.
Course Content: Authority, interpretations, use of the index, application of regulations.

ELDR 905 ELECTRICAL MACHINES FOR ELECTRICAL DRAFTSMEN (Begins April 16)

FEE: $ 20.00 30 hours Campus CL, Tuesday 7 - 10 p.m.

Course Content: Power transformers, connections, insulations, coding, tap changing, protective schemes. Instrument transformers, characteristics, ratings. Motors, squirrel cage, induction, synchronous, characteristics, starting, control, DC motors, series shunt, compound, selection and application. Generators, A.C., D.C., types and drive. Selection of generators.

ENGINEERING TECHNOLOGY COURSES

MACH 905 NUMERICAL CONTROL (Begins March 2)

FEE: $ 20.00 30 hours Campus CL, Saturday, 9 a.m. - 3 p.m.

Prerequisite: MACH 904 or previous part programming experience.
Course Content: History; computer assist N/C language, APT and AD-APT systems. Hardward, software, AD-APT system structure. AD-APT co-ordinate system, part geometry, tools-to-geometry relationships, part surface, drive surface, check surface, extended capabilities. AD-APT statements, vocabulary, symbols and punctuation. Geometric words, logical structure in describing, part geometry. Tool motion, tool description statements, motion statements, motion termination.

ENDR 214 TECHNICAL DRAWING II - A.T.E.C. Program (Approved)

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7 - 10 p.m.

This course is a continuation of Technical Drawing I. The topics included are treated in greater depth.

Prerequisite: ENDR 105 or equivalent.
Course Content: Bearing types, lubrication, selection. Gear types, definitions, formulae, gear trains, application and drawings. Cam types, followers, motions, layouts, displacement diagrams, drawings. Selection of fasteners, fittings, springs and other standard components. Limits and fits, unilateral and bilateral tolerances, classes of fits, geometric tolerances, standard notes and symbols. Surface roughness, engineering materials and production methods. Jigs, fixtures and gauges, practical drawing applications. Details, design layouts, assemblies and subassemblies.

ENDR 271 PLATE AND STRUCTURAL LAYOUT

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7 - 10 p.m.

Course Content: Plane geometrical constructions and terminology, orthographic projection, principal and auxiliary views, dimensioning systems. Basic principles of descriptive geometry; true length of lines, true shape of planes, true angles, revolutions and intersection of planes. Developments by parallel lines, radial line and triangulation methods. Structural shapes, symbols and specifications, layout and development of industrial projects involving plate and structural shapes, fabricating methods, shop notes and bills of material.

ENDR 272 BLUEPRINT READING FOR THE WELDING TRADES

FEE: $ 30.00 60 hours Campus CL, Monday & Wednesday 7 - 10 p.m.

The aim of this course is to provide welders with a basic understanding of blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketching; sketches of welded parts using multiview projection, and basic dimensioning principles. Blueprint reading: a study of welded detail and assembly blueprints, including auxiliary views, scale drawings, shop notes, dimensions, tolerances, small tool operations, sectional views and conventional practices. The interpretation of welding symbols as specified by the Canadian Welding Society. Conventional practices as used on welding and fabrication blueprints including structural shapes and their symbols, plate specifications, bills of material and general shop notes and specifications.

WATCH 900 ELECTRIC WATCH SERVICE

FEE: $ 30.00 60 hours Campus CL, Monday & Wednesday 7 - 10 p.m.

Prerequisite: Currently employed in watchmaking industry.
Course Content: Introductory electricity, Bulova Accutron, Hamilton electric watches, Swiss electric watches, Timex electric watches.

WELD 900 WELDING I (Begins April 8)

FEE: $ 35.00 60 hours Campus K, Monday & Wednesday 7 - 10 p.m.

This is a general course designed to teach the fundamentals of oxyacetylene and electric arc welding.

Prerequisite: Ability to understand English well enough to absorb instruction.
Course Content: Basic principles of oxyacetylene and electric arc welding, safety precautions, types and uses of various oxyacetylene flames, types and uses of various rods and electrodes, braze welding, use of fluxes, arc welding machine controls, practice welding in the flat position using oxyacetylene and electric arc equipment.

WELD 901 WELDING II (Begins April 9)

FEE: $ 35.00 60 hours Campus K, Tuesday & Thursday 7 - 10 p.m.

This is a general course designed to supplement WELD 900.

Prerequisite: Successful completion of Welding I or equivalent experience.
Course Content: Theory of alternating and direct current, polarity, arc blow. Shielded arc electrodes, classification, selection of electrodes. Edge preparations, joint design, weld faults, manufacture and storage of oxygen and acetylene. Basic welding metallurgy, control of distortion, testing of welds. Practice welding in all positions using oxyacetylene and electric arc equipment.

WELD 903 WELDING PRE-CERTIFICATION (Boiler Inspection) (Begins April 9)

FEE: $ 60.00 60 hours Campus K, Tuesday & Thursday 7 - 10 p.m.

This is a course designed to improve the technical skills of candidates who are preparing to take the Boiler Inspection Branch (A.S.M.E.) all position metallic arc qualification test.

Prerequisite: Successful completion of WELD 900 and WELD 901 or equivalent experience.
Course Content: Safety precautions, function of electrode coatings, electrode selection and application. Edge preparation, weld faults, welding techniques, setting up of equipment. Testing of welds and operators, codes. Practice welding of butt joints in all positions, using cellulose and low hydrogen electrodes. Root and face guided bond test specimens will be taken from butt welds in all positions.

NOTE: Arrangements can be made to have the final practical test inspected by the Department of Labour who will issue the appropriate certification if the test conforms to code requirements. A slight additional fee is involved. In addition, the George Brown College certification will be issued to all successful candidates.

WELD 904 PIPE WELDING "A" - UPHILL ARC WELDING (Begins April 8)

FEE: $ 60.00 60 hours Campus K, Monday & Tuesday 7 - 10 p.m.

This is a course designed to teach the fundamentals of the uphill method of pipe welding, using arc welding equipment and low hydrogen arc welding electrodes.

Prerequisite: (1) Successful completion of WELD 900, WELD 901, and WELD 902 or WELD 903 or (2) Boiler Inspection Branch (A.S.M.E.) or Canadian Welding Bureau certification for all positions.
Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances. Electrode selection and classification. Testing of welds and operators, codes. Practice welding, using the uphill welding technique and low hydrogen arc welding electrodes.
NOTE: Arrangements can be made to have the final practical test inspected by the Department of Labour who will issue the appropriate certificate if the test conforms to code requirements. A slight additional fee is involved. In addition, the George Brown College certification will be issued to all successful candidates.

WELD 909 ORNAMENTAL METALWORK (Begins April 10)

FEE: $ 30.00 60 hours Campus K, Wednesday & Thursday 7 - 10 p.m.

This is a course designed for the hobbyist, and provides a general knowledge of the machines, tools, and materials essential to the art of ornamental metal work.
Course Content: Fundamentals of welding, safety precautions, selection of materials, fundamentals of design. Use of hand tools, methods of twisting, forming and fastening metals, forming of scrolls. Surface decoration, surface finishing, use of metal working equipment. Practical shop work consisting of the fabrication of various types of ornamental metal projects.

WELD 910 T.I.G. AND M.I.G. WELDING - ALUMINUM & STAINLESS STEEL (Begins April 10)

FEE: $ 70.00 60 hours Campus K, Wednesday & Thursday 7 - 10 p.m.

This is a course designed to teach the fundamentals of manual tungsten inert gas (T.I.G.) welding and semi-automatic metal inert gas (M.I.G.) welding to persons who are qualified oxyacetylene or electric arc welders.

Prerequisite: Successful completion of WELD 900 and WELD 901 or a

minimum of six months continuous experience in oxyacetylene or arc welding.
Course Content: Setting up and adjusting T.I.G. and M.I.G. equipment. Types, sizes and uses of tungsten electrodes, types and sizes of filler and aluminum, using T.I.G. and M.I.G. equipment.

WELD 911 WELD TESTING AND INSPECTION (Begins April 8)

FEE: $ 30.00 60 hours Campus K, Monday & Wednesday 7 - 10 p.m.

This course is designed to teach the basic fundamentals of weld testing and inspection, and consists of lectures, demonstrations, and laboratory work. Candidates may supplement this course with Blueprint Reading for the Welding Trade.

Prerequisite: Candidates should have a general knowledge of welding.
Course Content: Inspection duties, welding terms and processes. Qualification tests for welders. Demonstrations of incorrect welding techniques, using various welding processes to illustrate the development of weld faults, heat-treatment. Preparation and testing of weld specimens, using the following standard destructive and non-destructive methods: visual, tensile, hardness, fracture, bend, ultrasonic, magnetic particle, microscopic, fluorescent penetrant and dye penetrant. Interpretation of radiographs.

FASHION TECHNOLOGY COURSES

PAT 143 APPAREL DESIGN (Intermediate)

FEE: $ 20.00 30 hours Campus K, Tuesday 7 - 10 p.m.

C.U.2.0.

Prerequisite: PAT 141
Course Content: Embellishing PAT 141 with design, colour,texture, grading rules, etc.

DRES 145 APPAREL CONSTRUCTION (Intermediate)

FEE: $ 20.00 30 hours Campus K, Wednesday 7 - 10 p.m.

C.U.1.0.

Prerequisite: DRES 141 or equivalent
Course Content: Continuation of DRES 141, including special finishes, patterns and techniques used with knits and stretch fabrics; intimate wear and lingerie. The student will provide own material.

DRES 155 APPAREL CONSTRUCTION (Special Advanced)

FEE: $ 20.00 30 hours Campus K, Wednesday 7 - 10 p.m.

C.U.1.0.

Prerequisite: DRES 151 or equivalent.
Course Content: Advanced techniques over DRES 151 stressing fitting, alterations, knits, stretch fabrics, textiles, intimate wear, lingerie. Students must provide own fabrics.

FASH 905 MEN'S CLOTHING II (Elementary)

FEE: $ 20.00 30 hours Campus K, Tuesday 7 - 10 p.m.

Non-credit

Prerequisite: Instructor's evaluation.
Course Content: To give basic knowledge through a short condensed course on how to measure and write up an effective order for made-to-measure suits.

SEW 141 INDUSTRIAL POWER SEWING I (Single-Needle Machine)

FEE: $ 55.00 120 hours Campus K, Tuesday & Thursday 3 - 6 p.m. or 6 - 9 p.m.

C.U.6.0.

Prerequisite: Instructor's evaluation.
Course Content: Performance objective technique in training to operate the industrial single-needle lockstitch sewing machine as used in Ontario apparel plants and workrooms.

SEW 142 INDUSTRIAL POWER SEWING II (Serger Machine)

FEE: $ 20.00 30 hours Campus K, Wednesday 3 - 6 p.m. or 6 - 9 p.m.

C.U.1.5

Prerequisite: SEW 141
Course Content: Training in operating single-needle chain-stitch serging machine.

SEW 143 INDUSTRIAL POWER SEWING III (Blind-Stitch Machine)

FEE: $ 20.00 30 hours Campus K, Tuesday 3 - 6 p.m. or 6 - 9 p.m.

C.U.1.5

Prerequisite: SEW 141
Course Content: Training in operating curved-needle blind-stitch machine for apparel or fur industries.

SEW 144 INDUSTRIAL POWER SEWING IV (Buttonhole and Button-Sewer Machines)

FEE: $ 20.00 30 hours Campus K, Thursday 3 - 6 p.m. or 6 - 9 p.m.

C.U.2.0.

Prerequisite: SEW 142 or SEW 143
Course Content: Training in operating professional button-hole machine and button-sewing machine as used in Ontario apparel plants.

BARB 900 MEN'S HAIRSTYLING (Begins March 13)

FEE: $ 30.00 60 hours Campus K, Wednesday 7.30 - 10.30 p.m.

Prerequisite: Ontario Certificate of Qualification and currently employed.
Course Content: Practical haircutting, shampoos, discussion on styles, styling and blow waving, tinting, bleaching, processing, razor cutting, hair pieces.

JWL 903 JEWELLERY MAKING (Lapidary) (Begins March 26)

FEE: $ 30.00 60 hours Campus CL, Tuesday 7 - 10 p.m. & Wednesday 7 - 10 p.m.

C. U.2.0.

Prerequisite: For those who are interested in cutting and polishing gem stones.
Course Content: Cutting gem material with diamond saw, grinding and lapping practice, sanding and polishing gem material, materials used for polishing and their uses, dopping procedure, orientation of gem stones, selecting rough material, theory of facet cutting, comparative hardness of materials.

JWL 905 JEWELLERY ARTS BASIC (Begins March 26)

FEE: $ 30.00 60 hours Campus CL, Tuesday 7 - 10 p.m. & Wednesday 7 - 10 p.m.

JWL 906 JEWELLERY ARTS INTERMEDIATE (Begins March 26)

FEE: $ 30.00 60 hours Campus CL, Tuesday 7 - 10 p.m. & Wednesday 7 - 10 p.m.

JWL 907 JEWELLERY ARTS ADVANCED (Begins March 25)

FEE: $ 30.00 60 hours Campus CL, Monday 7 - 10 p.m. & Thursday 7 - 10 p.m.

FOOD TECHNOLOGY COURSES

WILD 800 WILDERNESS SURVIVAL (Begins April 10)

FEE: $ 35.00 30 hours Campus K, Wednesday 7 - 10 p.m.

This course is offered for those who wish to gain knowledge of human survival in the outdoors. The program will cover such topics as shelter building, map reading and signalization. In the cooking area, the use of plants and wild life for food will be covered. Weather permitting, field trips will be taken.

F 810 CHINESE CUISINE (Begins April 10)

FEE: $ 35.00 30 hours Campus K, Wednesday 7 - 10 p.m.

This is an introductory course of authentic Chinese food. Basic principles of Chinese cooking techniques, use of ingredients, herbs, teas, wine, and the planning of menus are implemented to give the participants an insight into Chinese culinary art. This knowledge would increase dining out fun and give participants the ability to enjoy and create combinations of their own oriental dishes. Chinese dishes familiar to North Americans will also be presented in authentic ways. Students are expected to be adventurous in dining habits.

F 910 ADVANCED WINE APPRECIATION (Begins April 1)

FEE: $ 85.00 30 hours Campus K, Monday 7 - 10 p.m.

Prerequisite: F 907 Wine Appreciation

The course will be devoted to the knowledge of French wines (Bourdeaux, Burgundy, etc.) and German wines (Mosel, Rhine, etc.). The history of wines, vineyards, types of grapes and diseases will be discussed. Some time will be spent studying spirits and liqueurs. Students will taste and appreciate samples every evening and conclude the course with a blind test.

GRAPHIC ARTS COURSES

GR 204 PASTE MAKE-UP AND RULING (BASIC) (Begins March 5)

FEE: $ 55.00 60 hours Campus T, Tuesday & Thursday 6 - 9 p.m.

Prerequisites: One year of typesetting experience.

This course teaches the basic skills required in the making up of pages using paper positives to produce camera ready paste-ups. The student will be expected to successfully complete a wide range of jobs from the simple letterhead to the imposition of an 8-page brochure. Included will be the utilization of display setting machines, transfer sheets, prints and screened prints which will be exposed and developed in a darkroom. Ruling will be done using both hand methods and machines. Depending on the composition of the class, the emphasis may be on commercial or newspaper paste-up techniques.

GR 208 PHOTOCOMPOSITION (BASIC MAINTENANCE - MERGANTHALER VIP) (Begins April 1)

FEE: $ 55.00 60 hours Campus T, Monday & Wednesday 6.30 - 9.30 p.m.

Prerequisite: Typesetting experience.
Course Content: This course is designed to teach basic maintenance on the Linotype VIP. The content will cover optics cleaning and adjusting; reader maintenance, general mechanical and electro-mechanical servicing; filmstrip care; and other related matters. In addition repair of AKI keyboards will be taught. Processing tapes will also be dealt with.

GR 210 FILM IMPOSITION AND PRINTING SURFACE PREPARATION
(Advanced Stripping & Platemaking) (Begins March 19)

FEE: $ 55.00 60 hours Campus T, Tuesday & Wednesday 6 - 10 p.m.

Prerequisites: The course is designed for persons who have completed basic stripping (GR 110) or who have equivalent experience in the graphic arts industry.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping are introduced. Also included are contact work and making spreads and chokes, the preparation of various types of offset lithographic plates, step and repeat methods and an introduction to the programming and operation of a photocomposing machine.

GR 302 PASTE MAKE-UP AND FILM ASSEMBLY (Advanced) (Begins March 25)

FEE: $ 55.00 60 hours Campus T, Monday & Thursday 6 - 9 p.m.

Prerequisites: Two years of typesetting experience or the approval of the instructor.
Course Content: Some basic paste make-up techniques are taught at the beginning of this course before entering into film assembly proper. Included is an assessment of quality of reproductions; assembly of required tools and materials; hand ruling and use of various drawing instruments. There will be the make-up and correction of positive film from phototypesetting machines along with other photo products. A limited amount of darkroom techniques is also taught.

GR 305 PHOTO MECHANICAL REPRODUCTION (Basic Colour Separation, Camera)
(Begins March 4)

FEE: $ 55.00 60 hours Campus T, Monday & Wednesday 7 - 10 p.m.

Prerequisite: This course is designed for persons who have completed advanced camera (GR 205) or who have equivalent experience in industry.
Course Content: A course designed for students with line and halftone experience. Covers direct and indirect colour separation procedures by various methods. Colour correction by photographic masking. Basic colour theory. Making screened positives and contrast control using CC filters. Includes the operation and control of film processors, densitometers, enlarger and related equipment.

HOUSEKEEPING SERVICES ADMINISTRATION

HSA 950 BASIC SKILLS OF CLEANING AND SANITATION FOR SUPERVISORS (Begins May 1)

FEE: $ 30.00 60 hours Campus T, Monday & Wednesday 7 - 10 p.m.

This course is designed for those interested in advancement in the cleaning maintenance field. It is suitable for those working in hospitals, universities, schools and commercial buildings. It is a prerequisite for course HSA 951.
Course Content: Cleaning skills, methods, procedures, products & equipment; surfaces to be cleaned, including all types of floors; housekeeping bacteriology.

HSA 951 BASIC HOUSEKEEPING SUPERVISION (Begins May 2)

FEE: $ 30.00 60 hours Campus T, Tuesday & Thursday 7 - 10 p.m.

This course is designed to develop supervisory and management techniques, and is a continuation of HSA 950. Successful completion of both courses HSA 950 and HSA 951 is equivalent to the four-week, fulltime Housekeeping Supervisor course presently given in conjunction with the Ontario Hospital Association. This certificate is recognized by the Ontario Hospital Association. Students who have a Certified Building Custodian certificate need not take HSA 950 as a prerequisite to course HSA 951.
Course Content: Supervisor's duties and responsibilities; planning and organizing workloads, schedules, training programs; how to instruct; budget preparation and control; communications and safety.

CARP 903 CARPET CARE (Begins April 1)

FEE: $ 20.00 30 hours Campus T, Monday 7 - 10 p.m.

This course is designed to meet the increasing need for information in this ever-growing, specialized area of the cleaning maintenance industry.

Those who are interested in selection and/or maintenance of carpets will find this a most informative course. It is aimed at building managers, housekeepers, contract cleaners, and those who will be actively associated with the modern equipment now available.
Course Content: Carpet construction, fibres and pile characteristics, installation, cleaning maintenance methods and procedures, spot cleaning and stain removal; use and care of modern equipment - foam to steam extraction; setting up maintenance program; practical work, using a variety of machines and equipment - a most important part of the course.
NOTE: The Executive Housekeepers Qualifying course sponsored by the Ontario Hospital Association completes the program in Housekeeping Services Administration.
For further information phone Bram Allington, Consultant, Training in Business & Industry at 967-1212, ext. 595.

LANGUAGE TRAINING COURSE

LT 906A ITALIAN (Advanced)

FEE: $ 30.00 60 hours Campus C, Monday 7 - 10 p.m.

MANAGEMENT DEVELOPMENT COURSES

ED 900 TEACHING TECHNIQUES

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7 - 10 p.m.

This course is designed for people in industry, commerce, the professions and adult education who have an interest in the instruction of other people. It is a basic course combining a minimum of pedagogical theory with practical instructional technique.
Course Content: Theories of learning, adult learning, individual differences, subject analysis, lesson planning, curriculum development, lesson types, teaching aids, evaluation, practice teaching, critical appraisals of teaching techniques.

ED 901 TEACHING TECHNIQUES FOR ADULTS (Begins April 22)

FEE: $ 50.00 90 hours Campus CL, 9 a.m. - 4 p.m. daily

This course is similar in content to ED 900. It is offered on a 3-week, full-time basis, 9.00 a.m. to 4.00 p.m. daily.
The major difference is the additional practice sessions. For teachers employed in hairdressing or barbering schools, the Department of Labour insists on successful completion of this course in order to qualify for a licence to teach. It is also appropriate for teachers or instructors in any adult teaching-learning situation.
It is customary to have 4 to 6 of these classes per year. For exact details please contact our department at 967-1212, Ext. 692

SPECIAL COURSES IN SUPERVISION

The following courses are designed to provide additional training for those who are employed in the supervisory field or who are considering employment in this area. Classes will meet one evening a week for ten weeks and may be conducted either at the George Brown College or on company premises.

ES 900 EFFECTIVE SUPERVISION - PRODUCTION

FEE: $ 50.00 25 hours Campus CL, Thursday 7 - 9.30 p.m.

This course covers a broad segment of industrial supervision, presenting the philosophical and elementary technology background. It is designed especially for the supervisor and foreman.

The four specific objectives are as follows:
To identify the supervisor's function, to reduce waste of human and financial resources, to reduce basic work and material content, to improve the motivational climate of the organization.

The ten session topics are: Role of the Supervisor, Principles of Effective Supervision, Initiating Proper Action, Motivation of the Worker, Setting Objectives and Goals, Planning, Scheduling, Measuring Results and Evaluating Efficiency, Improvements, and Getting a Day's Work Done.

The case study method will provide the subject matter for each session.

ES 901 EFFECTIVE SUPERVISION - CONSTRUCTION

FEE: $ 50.00 25 hours Campus CL, Thursday 7 - 9.30 p.m.

This course has as its objective the increased effectiveness of the supervisor and foreman in a mechanical, electrical or general contracting job. The course covers the fundamental activities of a manager, including production planning and control techniques which are related to this type of work. These are taught in a series of case studies set in appropriate construction situations.

In keeping with modern control techniques, the student is introduced to critical path method and is taught to use it as an aid to effective project management. The course is ten sessions in length, each of approximately two and a half hours.

ES 902 EFFECTIVE SUPERVISION - ADMINISTRATION

FEE: $ 50.00 25 hours Campus CL, Tuesday 7 - 9.30 p.m.

The object of the course is to improve the ability of the supervisor. It is designed for supervisors in administrative, office, clerical, professional, technical, financial and commercial fields. It will be beneficial to those in both profit-oriented and service industries, in government organizations, in small, medium or large enterprises. The

administrative supervision course can be taken in place of the production or construction courses.

The ten session topics are:
The Role of the Supervisor, Principles of Effective Supervision, Analyzing the Problem, Setting Objectives and Goals, Organizing and Planning, The Human Factor, Flow of Information, Improvement, Evaluating Operations and Controlling Activities, Managing High Talented Personnel.

In each session the student will apply problem-solving techniques to a typical administrative situation.

The material provided includes up-to-date ideas in productivity improvement and systems analysis.

The course is ten sessions in length, each of approximately two and a half hours.

ES 903 EFFECTIVE SUPERVISION - HUMAN RELATIONS

FEE: $ 50.00 25 hours Campus CL, Wednesday 7 - 9.30 p.m.

The objective of this course is to help the supervisor to deal effectively with his problems in the area of personnel management. Using the case method, the student in effect learns by "doing" and studies human relations in accordance with modern management concepts. The cases include a cross-section of incidents in various business concerns.

The ten session topics are: Understanding People, Selection and Induction, Training Employees, Developing and Maintaining Morale, Elements of Wage and Salary Administration, Effective Communications, Appraising Employee Performance, Discipline and Corrective Action, Understanding the Collective Agreement, Planning and Organizing for Results. Two alternate sessions are available: Leadership - Resistance to Change.

ES 905 EFFECTIVE SUPERVISION - COMMUNICATIONS

FEE: $ 50.00 25 hours Campus CL, Monday 7 - 9.30 p.m.

This course has been designed to make the supervisor aware of the importance of communications. It is recognized that a basic need of all managers is that they be able to communicate.

The course is ten sessions in length and will give ample practice in the methods of effective communications, together with the reasons for their use.

The ten session topics are: Communication - its Meaning and Definition; Communication - Problems through Several Levels; Communication is a Two-Way Street; Communication through Conversation; Let's Learn to Listen; Communication through Practice; Barriers to Communication; Verbal Communication; Rules of What and How; The Written Communication.

ES 907 EFFECTIVE SUPERVISION - HOSPITALS

FEE: $ 50.00 25 hours Campus CL, Wednesday 7 - 9.30 p.m.

This series of 10 case studies has been especially designed for people in a supervisory role, regardless of their department within a hospital. It is applicable to any in the hospital setting who wish to prepare themselves for advancement.

The ten session topics are:
The Role of Hospital Supervisors; Principles of Hospital Supervision; Management by Objectives; Organizing, Decision-making and Delegating; Performance Appraisal; Attitudes and Motivation; The Management of Change; Training and Development; Handling Discipline and Morale; and Team Development.

ES 909 WORK STUDY

FEE: $ 50.00 60 hours Campus CL, Wednesday 7 - 10 p.m.

Objectives: The objective of the work study course is to prepare the student for effective participation in a work study program in his own company. It will be beneficial to operating managers and supervisors since the techniques may be applied to any operation, large or small. It will also provide a strong base on which any young analyst may build his experience.
Course Content: Work study is made up of method study and work measurement, otherwise known as method and time study, and includes the principles of work simplification. It is designed to cover the techniques that are most practical in the short-run, multiple-product Canadian industrial system. Topics include objectives of work study; steps to method improvement; design of method improvement; time-study principles; work sampling; human factor in work study; installation and maintenance of a work-study program.

ES 910 WORK SIMPLIFICATION

FEE: $ 50.00 50 hours Campus CL, Thursday 7 - 9.30 p.m.

Objectives: The course has been designed to offer the participant an approach to productivity improvement which combines participation and involvement with rigorous analysis. The objective is to increase profits through method improvements. The course will be extremely valuable to supervisors in practically any type of operation.
Course Content: This course deals specifically with the principles of work simplification. Topics include work simplification and productivity; principles and techniques of method analysis; making work simplification work; facilities layouts; the supervisor and work simplification.

ES 912 HUMAN RESOURCES MANAGEMENT

FEE: $ 60.00 25 hours Campus CL, Wednesday 7 - 9.30 p.m.

Objectives: To improve managerial skills in dealing with personnel and personnel problems. To show how to achieve a more effective use of manpower.
Course Content: Session 1. Overview. Session 2. Organization and Planning. Session 3. Motivation. Session 4. Selection of Personnel. Section 5. Induction and Training. Session 6. Performance. Session 7. Compensation. Session 8. Industrial Relations. Session 9. Communications. Session 10. Constructing an Effective Environment.

ES 913 MANAGEMENT FOR RESULTS

FEE: $ 80.00 36 hours Campus CL, Thursday 7 - 10 p.m.

Objectives: To improve the management ability of managers in the senior to middle levels in organizations of all types. Applicants should hold senior responsibility for a complete unit, be willing to devote a considerable amount of time to preparation for the seminar outside of the conference room, have an enquiring mind and a desire to share ideas and experiences regarding the art of management.
Course Content: This course examines the whole process of management. Emphasis is placed on the role of the manager, on basic principles and on advanced concepts such as green lighting, motivation, job enrichment, vertical job loading, and management by objectives.

The ten session topics are:
The Management Process; The Dynamics of Delegation; The Starting Point: Getting Organized; Managing Human Resources; Motivation Through Job Enrichment; The Effective Manager in Action; Management by Objectives; The Systems Approach; Setting Objectives and Performance Planning; Follow-up.

ES 914 LEADING AND MOTIVATION (JOB ENRICHMENT)

FEE: $ 90.00 25 hours Campus CL, Wednesday 7 - 9.30 p.m.

This course requires the participant to have been a supervisor for 2 to 5 years and to have had several previous relevant management courses. It is intended for senior supervisors and managers. The participants are usually business and/or industrial supervisors.

There are 2 major divisions:
ES 914A - Administration (in approach and material)
ES 914B - Production (in approach and material)

Aim: (of both courses) - Leading and Motivating is aimed at improving the overall effectiveness of business and industrial supervisors and managers.
Objectives: To improve the administrative supervisor's ability* in

giving real attention to the achievements of the individual employee** while effectively integrating the individual accomplishments of all employees to further the success of the organization.***

* Management development. ** Employee development. *** Organizational development.
Course Content: There will be an emphasis on the administrative supervisor's role in communication, delegation, innovation, motivation, and the technique of vertical job loading.

PHYSICAL EDUCATION COURSE

FITNESS INSTRUCTOR (Begins March 5)

FEE: $ 45.00 90 hours Campus CL, Tuesday & Wednesday 7 - 10 p.m.

Certification: Credit in FIT 100A Introduction to Fitness Testing
Credit in FIT 101A Introduction to Anatomy
Credit in HEAL 100 Health Studies

Prerequisite: Must be employed in health spa at time of enrolment.

General information: This program is designed to train fitness instructors in three main areas:

1. Fitness testing - The various components of fitness will be discussed in detail along with labs where testing will be carried out two hours per week.

2. Anatomy - This course will cover the articular system, skeletal system and the muscular system two hours per week.

3. Health studies - This course will stress nutritional needs along with basic food components and weight control.

REAL ESTATE COURSES

RE 900 INTRODUCTION TO REAL ESTATE (Day Classes)

FEE: $ 100.00 90 hours (3 weeks) Campus CL
A new class starts each Monday, 9.00 a.m. to 4.00 p.m.

This course is the prerequisite for a licence to sell real estate in Ontario. 75% attendance at class and 75% on the final examination are required. All text books and forms are supplied.
Course Content: (As prescribed by the Provincial Advisory Committee of the Ministry of Consumer and Commercial Relations).

Session No. 1 - General Information. 2 - 3 - Real Estate & Business Brokers

Act. 4 - General Introduction. 5 - Code of Ethics. 6 - Broker-Salesman Relationship. 7-8 - Municipal Regulations. 9 - Construction. 10 - New House Sales. 11-12 - Mortgages. 13-14 - Mortgage Financing. 15-16 - Evaluation. 17 - The Vendor. 18 - Listing Agreements. 19 - Advertising. 20. - Specific Advertising. 21-22 - The Prospect. 23 - Contract Law. 24-28 - Agreement of Purchase & Sale. 29 - Review & Glossary of Real Estate Terms.

RE 901 INTRODUCTION TO REAL ESTATE (EVENING CLASSES) (Begins April 29)

FEE: $ 100.00 90 hours Campus CL, Monday & Wednesday 7 - 10 p.m.

Course Content: See RE 900 above.

IMPORTANT

DAY CLASSES

These classes fill approximately 4 weeks before the starting date. Please call to confirm whether there is space in the class you desire before sending your certified cheque or money order for the registration fee. (Registrations without a certified cheque or money order will not be accepted.) Training in Business & Industry 967-1212, Ext. 595.

Text book should be picked up at 37 Dartnell Avenue before classes begin.

PHOTOGRAPHY COURSE

AV 904 AUDIO VISUAL PHOTOGRAPHY (Begins March 26)

FEE: $ 30.00 30 hours Campus CL, Tuesday 6.30 - 9.30 p.m.

The interest created by this course in basic photography was so great that we were not able to enrol all the students wishing to attend. Enrolment is necessarily limited to a maximum of 20 students. The course is being repeated, and early enrolment is advised.

For further information call 967-1212, Ext. 404

VISUAL COMMUNICATIONS COURSES

AV 922 BASIC CINEMATOGRAPHY

FEE: $ 90.00 60 hours Campus T, Tuesday & Thursday 6 - 9 p.m.

Students will be involved in the production of simple instructional films, and basic film technology will be included.

AV 923 BASIC AUDIO TECHNIQUES

FEE: $ 90.00 60 hours Campus T, Monday & Wednesday 6 - 9 p.m.

Students will gain practical experience with various audio systems and their applications to film, slides, etc.

PART-TIME COURSES INDEX FOR APRIL 1974

Accounting
- II - ACC 101 ---------- 14
- Bookkeeping - ACC 152 ---------- 14
- One-Write Systems (McBee) - ACC 900 ---------- 14

Acting
- THEA 900 ---------- 12

Advanced
- Italian - LT 906A ---------- 28
- Jewellery Arts - JWL 907 ---------- 25
- Level (English) for Non-English-Speaking Persons - ENG 131 -- 8
- Paste Make-Up & Film Assembly - GR 302 ---------- 26
- Wine Appreciation - F 910 ---------- 25

Aluminum Welding - T.I.G. & M.I.G. - WELD 910 ---------- 21

Apparel Construction
- Intermediate - DRES 145 ---------- 22
- Special Advanced - DRES 155 ---------- 23

Apparel Design
- Intermediate - PAT 143 ---------- 22

Appliances - Gas - AP 900 ---------- 13

Appreciation
- Advanced Wine - F 910 ---------- 25
- Music - MU 916 ---------- 11

Arc Welding - Uphill - WELD 904 ---------- 21

Audio Visual Photography - AV 904 ---------- 34

Ballet - THEA 905A ---------- 12

Basic Audio Techniques - AV 923 ---------- 35

Basic Cinematography - AV 922 ---------- 34

Basic Colour Separation - GR 305 ---------- 27

Basic Housekeeping Supervision - HSA 951 ---------- 27

Basic Jewellery Arts - JWL 905 ---------- 24

Basic Paste Make-Up & Ruling - GR 204 ---------- 25

Basic Skills of Cleaning & Sanitation for Supervisors - HSA 950------- 27

Blueprint Reading for the Welding Trades - ENDR 272 ---------- 19

Bookkeeping - ACC 152 ---------- 14

Business English (Refresher) - ENG 149 ---------- 9

Business Machines - BM 901 ---------- 15

Carpet Care - CARP 903 ---------- 27

Chinese Cuisine - F 810 ---------- 25

Cinematography - Basic - AV 922 ---------- 34

Clothing, Men's - II (Elementary) - FASH 905 ---------- 23

Dance
- Ballet - THEA 905A ---------- 12
- Classical East Indian - THEA 905B ---------- 12
- Fundamentals - THEA 905C ---------- 12
- Modern - THEA 905D ---------- 12
- Modern Jazz - THEA 905E ---------- 12
- Tap - THEA 905F ---------- 12

Dictaphone - BM 905 ---------- 15

Effective Supervision
- Administration - ES 902 ---------- 29
- Communications - ES 905 ---------- 30
- Construction - ES 901 ---------- 29
- Hospitals - ES 907 ---------- 31
- Human Relations - ES 903 ---------- 30

Electric Watch Service - WATCH 900 ---------- 20

Electrical
- Apprentice Review - EL 900 ---------- 18
- Construction Part I - EL10 ---------- 17
- Construction Part II - EL20 ---------- 17
- Construction Part III - EL30 ---------- 17
- Machines for Electrical Draftsmen - ELDR 905 ---------- 18

English
- Advanced Level for Non-English-Speaking Persons - ENG 131 --- 8
- Business (Refresher) - ENG 149 ---------- 9
- I - A.T.E.C. Program (Approved) - ENG 100 ---------- 8
- Technical - ENG 130 ---------- 8

Film Imposition & Printing Surface Preparation - GR 210 ---------- 26

Fitness Instructor ---------- 33

Forkner Shorthand-Theory - SHF 149A ---------- 16

Gas
- Appliances - AP 900 ---------- 13
- Fitter I - HT 902 ---------- 13
- Fitter II - HT 140 ---------- 13

General Office Practice - OP 149 ---------- 16

Hairstyling, Men's - BARB 900 ---------- 24

Housekeeping Supervision, Basic - HSA 951 ---------- 27

Human Resources Management - ES 912 ---------- 32

Hydro-Electric Power Commission Regulations - EL 902 ---------- 18

Industrial Electronic Controls Part _ - EL 40A ---------- 17

Industrial Power Sewing
- I - Single Needle Machine - SEW 141 ---------- 23
- II - Serger Machine - SEW 142 ---------- 23
- III - Blind-Stitch Machine - SEW 143 ---------- 24
- IV - Buttonhole & Button-Sewer Machines - SEW 144 ---------- 24

Instructor, Fitness ---------- 33

Introduction to Real Estate (Day Classes) - RE 900 ---------- 33

Introduction to Real Estate (Evening Classes) - RE 901 ---------- 34

Italian (Advanced) - LT 906A ---------- 28

Jewellery Arts
- Basic - JWL 905 ---------- 24
- Intermediate - JWL 906 ---------- 24
- Advanced - JWL 907 ---------- 25

Jewellery Making (Lapidary) - JWL 903 ---------- 24

Job Enrichment - Leading & Motivation - ES 914 ---------- 32

Keyboard, Popular (Group Instruction) - MU 910, MU 911, MU 912 ------- 11

Keypunch & Verifier - EDP 170 ---------- 15

Leading & Motivation (Job Enrichment) - ES 914 ---------- 32
Management for Results - ES 913 ---------- 32
Mathematics
- I - Trade - MATH 10/20 ---------- 9
- II - Trade - MATH 20/30 ---------- 9
- I - A.T.E.C. Program (Approved) - MATH 100 ---------- 9
- II - A.T.E.C. Program (Approved) - MATH 200 ---------- 10
- Technical - MATH 130 ---------- 10
Mechanics of Materials I - A.T.E.C. Program (Approved) - MECH 110 ---- 10
Men's Clothing II (Elementary) - FASH 905 ---------- 23
Men's Hairstyling - BARB 900 ---------- 24
Metalwork, Ornamental - WELD 909 ---------- 21
Modern Dance - THEA 905D ---------- 12
Modern Jazz Dance - THEA 905E ---------- 12
* Music
- Appreciation - MU 916 ---------- 11
- Enjoyment - MU 900 ---------- 10
Numerical Control - MACH 905 ---------- 18
Nutrition and the Consumer - BIO 900 ---------- 8
One-Write Accounting Systems - ACC 900 ---------- 14
Ornamental Metalwork - WELD 909 ---------- 21
Paste Make-Up & Film Assembly (Advanced) - GR 302 ---------- 26
Paste Make-Up & Ruling (Basic) - GR 204 ---------- 25
Photocomposition (Basic Maintenance - Merganthaler VIP) - GR 208 ----- 26
Photography - Audio Visual - AV 904 ---------- 34
Photomechanical Reproduction (Basic Colour Separation, Camera)-GR 305- 27
Physics I - A.T.E.C. Program (Approved) - PHYS 100 ---------- 11
Pipe Welding "A" - Uphill Arc Welding - WELD 904 ---------- 21
Plate & Structural Layout - ENDR 271 ---------- 19
Plumbing Qualification - PLUM 902 ---------- 14
Popular Keyboard (Group Instruction) - MU 910, MU 911, MU 912 -------- 11
Real Estate
- Introduction to (Day Classes)- RE 900 ---------- 33
- Introduction to (Evening Classes) - RE 901 ---------- 34
Singers Refresher - MU 917---------- 11
Song Writing - MU 913 ---------- 11
Stationary Engineering - 4th Class Modular - STAT 901 ---------- 14
Steamfitting Qualification - STEA 902 ---------- 14
Tap Dance - THEA 905F ---------- 12
Teaching Techniques - ED 900 ---------- 28
Teaching Techniques for Adults - ED 901 ---------- 28
Technical Drawing II - A.T.E.C. Program (Approved) - ENDR 214 -------- 19
Technical Mathematics - MATH 130 ---------- 10
T.I.G. & M.I.G. Welding - Aluminum & Stainless Steel - WELD 910 ------ 21
Trade Mathematics
- I - MATH 10/20 ---------- 9
- II - MATH 20/30 ---------- 9

* Additional courses in Music appear on page 40

Typing & Office Practice - TYP 901 ---------- 16
Watch Service, Electric - WATCH 900 ---------- 20
Welding
- I - WELD 900 ---------- 20
- II - WELD 901 ---------- 20
- Ornamental Metalwork - WELD 909 ---------- 21
- Pre-Certification (Boiler Inspection) - WELD 903 ---------- 20
- Pipe "A" - Uphill Arc - WELD 904 ---------- 21
- Testing & Inspection - WELD 911 ---------- 22
- T.I.G. & M.I.G. - Aluminum & Stainless Steel - WELD 910 ------ 21
Wilderness Survival - WILD 800 ---------- 25
Work
- Simplification - ES 910 ---------- 31
- Study - ES 909 ---------- 31

Additional Courses in Music

MU 902 MUSICAL GRAMMAR PART I

FEE: $ 45.00 30 hours Campus T, Thursday 2 - 5 p.m.

This course is designed to assist the student who can read music in learning the fundamental theory of music for grade I and grade II requirements of the Royal Conservatory of Music, Toronto.

MU 903 MUSICAL GRAMMAR PART II

FEE: $ 45.00 30 hours Campus T, Monday 2 - 5 p.m.

MU 904 MUSICAL GRAMMAR PART III

FEE: $ 45.00 30 hours Campus T, Wednesday 9 - 12 noon

These two courses provide a thorough understanding of the theory of harmony, modern arranging, and composition.
Contact the instructor, Ralph Kydd, 967-1212 Ext. 522.

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THE GEORGE BROWN COLLEGE OF APPLIED ARTS & TECHNOLOGY

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Course Name | Course Code | Campus

2nd Choice | Course Code | Campus

3rd Choice | Course Code | Campus

M T W T F

Day(s) Requested (Where Applicable)

Mr ☐ Mrs ☐
Miss ☐ Ms ☐

(Check one) | Surname | Given Name(s)

Address — Street, Apt. No.

City | Province | Postal Code

Business Phone | Home Telephone | Social Insurance Number

Day | Month | Year

Date of Birth

APPLICANTS MUST BE ONE OF THE FOLLOWING: Canadian Citizen, Landed Immigrant, Student Visa Holder

Date | Signature

Make cheques or money order payable to GEORGE BROWN COLLEGE.

TEAR ALONG PERFORATION LINE FOR SELF MAILING APPLICATION

MU 902 MU

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FEE: $ 45

MU 904 MU

FEE: $ 45

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The George Brown College
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P.O. Box 1015, Station B,
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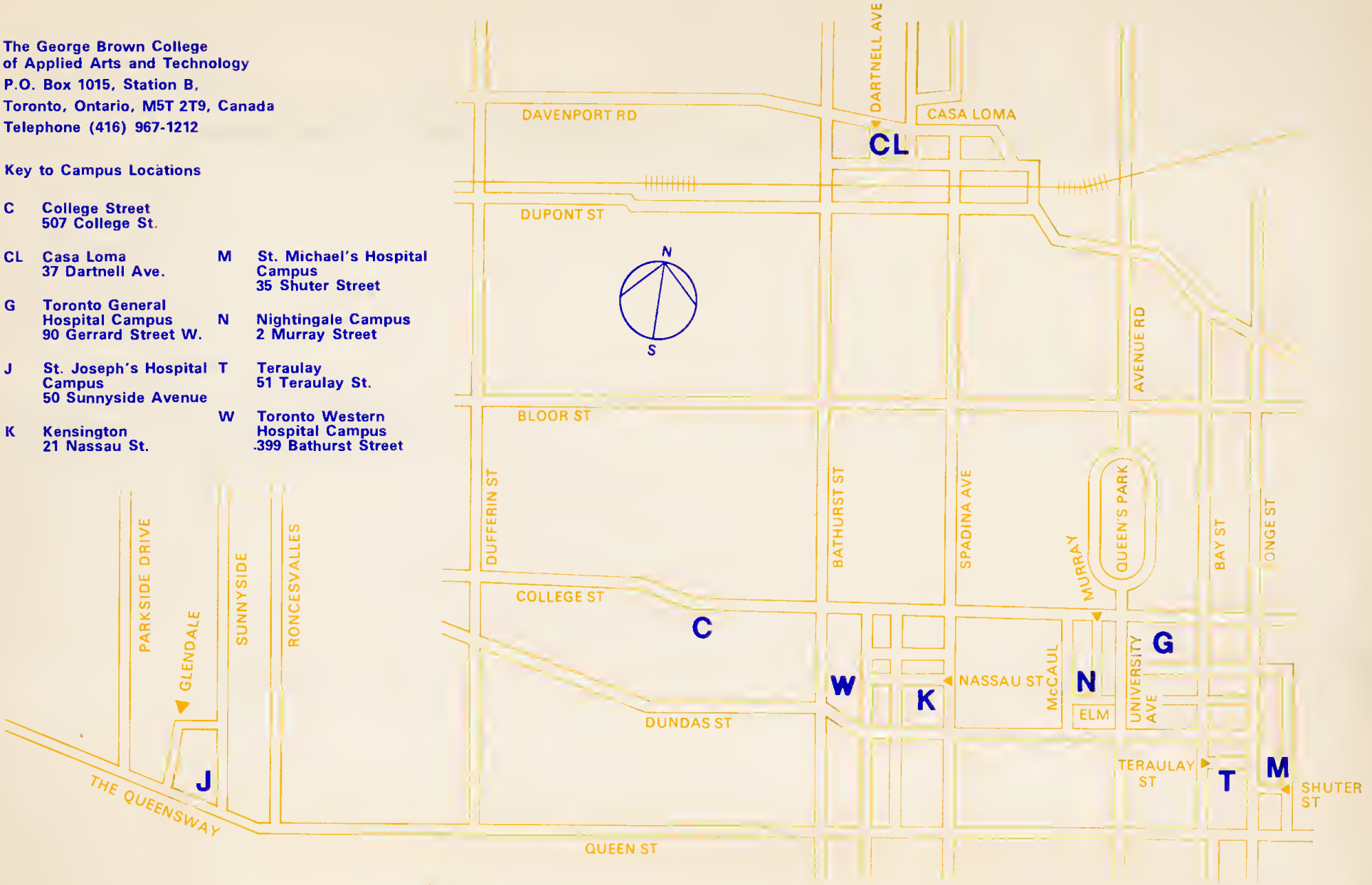
Telephone (416) 967-1212

Key to Campus Locations

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CL	Casa Loma 37 Dartnell Ave.	N	Nightingale Campus 2 Murray Street
G	Toronto General Hospital Campus 90 Gerrard Street W.	T	Teraulay 51 Teraulay St.
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